

ADMINISTRATIVE - INTERNAL USE ONLY

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PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
10 December - 16 December 1986

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred
During the Preceding Week

NO
A. Representatives from the Office of Logistics, Printing and Photography Division (OL/P&PD) surveyed equipment at the United States Information Agency (USIA) on Thursday, 11 December. USIA will be closing their photography laboratory in the near future and plans to contract out all of their photo requirements. General Services Administration has requested all Government photographic laboratories in the area look at USIA's equipment and identify items they may need. P&PD has expressed an interest in obtaining several items found to be in very good condition. The equipment selected can be transferred to P&PD at no cost.

NO
B. Preliminary work on the Congressional Budget Justification Books has begun. To date, work on tabs and various color seals for the contributors to the CBJB has been completed. The covers are currently in bindery awaiting finishing.

III. Significant Events Anticipated During the Coming Week

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A. A dual plan for a classified and an unclassified printing facility is being studied by the Office of Logistics, Printing and Photography Division (OL/P&PD) for [redacted] Anticipated workloads for [redacted] customers, personnel requirements and equipment needs will all be investigated. When plans for [redacted] have been

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finalized, floor plans for the authorized printing area will be developed.

IV. Management Activities and Concerns:

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